



the social entrepreneur's

Security Toolkit

guide to anticipating, preventing
and responding to threats

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This security toolkit is a synthesis of the collective expertise and insights of the extended Ashoka community. Following these suggestions cannot guarantee your safety, but may help you minimize the risks in your work -- and know how to respond quickly, should the need arise. It is very much a work-in-progress. Please send your feedback to safety@ashoka.org.

Ashoka's Law for All Initiative
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Safety Checklist

ANTICIPATE

1 Analyze Local Context

- Socio-Political. What's happening around you?
- Geography. Where are you / your colleagues most vulnerable?
- Activities. What activities put you at most risk?

2 Assess Potential Threats

- Who, besides yourself, may be at risk?
- What type of threats are they most likely to face? From whom?
- With what urgency? (Where do they fall on the security barometer?)

3 Create an Emergency Plan

- Ensure your families / colleagues understand security risks, precautions, and procedures
- Establish regular, safe communication with a trustworthy ally
- Identify safe-houses and plan evacuation route
- Ensure travel documents & bank information are up to date

PREVENT

1 Adopt Safety Measures

- Counter-surveillance tactics
- Home & office security (location, guards, alarms, cameras, etc.)
- Communication and Document Security (email, phone, computers)
- Taking care of yourself (trauma and psychosocial support)

2 Identify local resources. For example...

- local human rights networks
- media or universities
- police or justice system
- government or embassies

RESPOND

1 Document all Threats

- Nature of threats against you
- Perpetrator information
- Responses taken or planned
- Context

2 Report

- Alert your external ally
- Write an official statement or letter
- Inform relevant human rights networks (if needed)

Security Barometer

Level	What's Happening?	What can you do?
<p>Level I</p> <p style="text-align: center;"> </p>	<p>Normal Operations</p> <p>Context Social, political, and economic context in the region is stable</p> <p>Target Civil society leaders are not being threatened and are not in direct danger</p> <p>Vulnerability Work may proceed as normal</p>	<p>General Security Precautions</p> <p>Anticipate</p> <ul style="list-style-type: none"> • Identify vulnerabilities and potential threats • Consider who else around you may be at risk • Develop an emergency plan • Prepare a list of emergency contacts • Ensure family and colleagues understand risks, security precautions, and emergency procedures. • Keep travel docs. and bank info. close, current <p>Prevent</p> <ul style="list-style-type: none"> • Stay alert; note anything out of the ordinary • Identify trustworthy allies and partners within your community, citizen organizations, government entities, businesses, or media • Choose home and office locations carefully • Share your address and phone with discretion • Discuss travel and work plans cautiously • Consider that communication systems may be tapped (e.g. email, cell phones, and land-lines)

Level	What's Happening?	What can you do?
<p data-bbox="146 1360 174 1471">Level 2</p> <p data-bbox="455 1349 533 1403" style="font-size: 48px; text-align: center;">2</p>	<p data-bbox="150 954 177 1260">Insecure Environment</p> <p data-bbox="221 1141 248 1260">Context Social, political, or economic instability</p> <p data-bbox="334 1166 361 1260">Target Violent incidents or threats directed at other social change leaders, which could reach you, your family, or colleagues</p> <p data-bbox="536 1081 563 1260">Vulnerability Work of continues normally, though operating with additional security precautions</p>	<p data-bbox="146 521 174 826">Prevention Strategies</p> <p data-bbox="215 675 243 826">Anticipate</p> <ul data-bbox="253 237 344 826" style="list-style-type: none"> • Incorporate Level 1 precautions as routine practice. • Distinguish between direct and indirect threats • Review and revise emergency plan. <p data-bbox="387 711 414 826">Prevent</p> <ul data-bbox="425 228 770 826" style="list-style-type: none"> • Investigate anything out of the ordinary • Deal with people on “need to know” basis • Increase your visibility through public press presence • Strengthen relationships with support networks • Avoid registering office, homes, or cars in your name • Publicize address / phone no. with discretion • Vary routines, particularly to and from work • Avoid travel alone, particularly to public events • Avoid private meetings with unknown individuals • Investigate possible phone or email tapping • Use secure communication & info storage systems <p data-bbox="812 699 840 826">Respond</p> <ul data-bbox="851 261 972 826" style="list-style-type: none"> • Document threats or incidents around you; store your documentation in a secure location • Alert a trustworthy ally – ideally someone able to intervene, should your situation escalate.

Level	What's Happening?	What can you do?
<p data-bbox="139 1377 175 1484">Level 3</p> <p data-bbox="455 1356 534 1404" style="font-size: 48px; text-align: center;">3</p>	<p data-bbox="139 1107 175 1269">Direct Risk</p> <p data-bbox="221 1144 250 1269">Context Serious social, political, or economic unrest; permanent changes to government institutions or rule of law</p> <p data-bbox="388 1169 417 1269">Target Specific threats directed at you, your family, colleagues, or clients</p> <p data-bbox="516 1088 544 1269">Vulnerability You face a significant risk, and lack of an adequate response may result in direct harm to you, your family, or colleagues.</p>	<p data-bbox="139 479 175 833">Risk Mitigation Measures</p> <p data-bbox="221 714 250 833">Prevent</p> <ul data-bbox="250 219 611 833" style="list-style-type: none"> • Incorporate Levels 1 and 2 precautions as routine • Respond defensively: employ “counter-intelligence” to investigate and anticipate threats • Back off your work and lower public profile • Strengthen home & office security, (eg. alarms, guards) • Screen new staff members carefully • Avoid going out at night; when you do, stay alert • Have friends “accompany” you by phone as you travel • Include caller ID on your phone, noting unusual calls • Change cell phone numbers frequently (e.g. monthly) • Consider trauma support <p data-bbox="643 706 672 833">Respond</p> <ul data-bbox="672 219 906 833" style="list-style-type: none"> • Document everything • Never respond with violence • Publicize threats and incidents – provided you can do so safely – so that aggressive acts don’t remain hidden • Request and share support letters from allies • Confirm evacuation strategy for yourself and family, • Maintain regular updates with external supporters

Level	What's Happening?	What can you do?
<p data-bbox="150 1377 176 1474">Level 4</p> <div data-bbox="380 1351 458 1406" style="text-align: center; font-size: 48px; font-weight: bold; color: white;">4</div>	<p data-bbox="150 1105 181 1263">Emergency</p> <p data-bbox="227 1170 256 1263">Target An incident has occurred, where you, your family, colleagues, or organization are the direct targets</p> <p data-bbox="405 1089 437 1263">Vulnerability The incident may include:</p> <ul data-bbox="476 1036 692 1263" style="list-style-type: none"> - Repeat threats - Arrest - Prison / Detention - Kidnapping - Torture - Attacks - Assassination 	<p data-bbox="150 477 181 824">Activate Emergency Plan</p> <p data-bbox="219 704 247 824">Respond</p> <ul data-bbox="256 240 540 824" style="list-style-type: none"> • Document the situation immediately • Alert your allies and supporters • Take a low profile; go into hiding or evacuate the region if necessary • Take local action through organizations who protect and defend human rights defenders. • Consider international alerts • Seek legal assistance • Find professional counseling / trauma support

Additional Resources

CITIZEN SECTOR ORGANIZATIONS

Amnesty International

Where: Global

Web site: www.amnesty.org

Urgent Appeals? Yes!

New York, Tel: (+1) 212 807-8400

London, Tel: (+44) 20-741 35500

Asian Human Rights Commission

Where: East Asia; South & Southeast Asia

Web site: www.ahrchk.net

Email: ahrchk@ahrchk.org

Urgent Appeals? Yes!

Hong Kong, Tel: 852-2698 6339

Committee to Protect Journalists

Where: Global

Web site: www.cpj.org

Email: JournAsst@cpj.org

Urgent Appeals? Yes

New York, Tel: (+1) 212 465-1004

Conectas

Where: Brazil; Latin America, Africa, Asia

Web site: conectas.org

Email: conectas@conectas.org

Sao Paulo, Tel: (+5511) 3884-7440

CIVICUS & Civil Society Watch

Where: Global

Web sites: www.civicus.org; www.civilsocietywatch.org

Emails: info@civicus.org; cswatch@civicus.org

South Africa, Tel: (+27 11) 833-5959

Urgent Appeals? Yes

Federation for Human Rights

Web site: www.fidh.org

Paris, Tel: (+33) 1 43 55 25 18

Front Line

Where: Global

Web site: frontlinedefenders.org

Email: info@frontlinedefenders.org

Secure Contact web <https://secure.hyperlink.ie/frontline/comment.en.html>

24 hour emergency support, Tel: (+353) 1 21 00 489

Urgent Appeals? Yes!

Dublin, Tel: (+353) 1 212 3750

Brussels, Tel: (+32) 2 230 93 83

Fund for Global Human Rights

Where: Africa, Asia, Latin America (specific countries)

Web site: www.globalhumanrights.org **Wash, DC, Tel:** (+1) 202 347-7488

Email: info@globalhumanrights.org

Human Rights First

Where: Global

Urgent Appeals? Yes

Web site: www.humanrightsfirst.org

New York, Tel: (+1) 212 845-5200

Human Rights Watch

Where: Global

Urgent Appeals? Yes

Web site: www.hrw.org

New York, Tel: (+1) 212-290-4700

Email: hrwnyc@hrw.org

International Service for Human Rights

Web site: www.ishr.ch

Geneva, Tel: (+41) 22 733 51 23

Observatory for the Protection of Human Rights Defenders

Where: Global

Urgent Appeals? Yes

Web site: www.omct.org click on "Human Rights Defenders"

Email: omct@omct.org

Switzerland, Tel: (+41) 22 809 4939

Peace Brigades International

Where: Latin America; South & Southeast Asia; Eastern Europe & Central Asia; North America

Web site: www.peacebrigades.org

London, Tel: +44 20 7065 0775

Urgent Action Fund for Women's Human Rights / UAF - Africa

Where: Global

Urgent Appeals? Yes!

Web site: www.urgentactionfund.org

USA, Tel: urgentact@urgentactionfund.org; (+1) 303 442-2388 (non-Africa)

Kenya, Tel: proposal@urgentactionfund-africa.or.ke (+254) 20 293 1095

LEGAL NETWORKS

Advocates for International Development (A4ID)

Web site: www.a4id.org **Email:** info@a4id.org

Cyrus R. Vance Center for International Justice

Where: Latin America, Africa, Global

Web site: www.nycbar.org/VanceCenter/; www.gnji.net

New York, Tel: (+1) 212 382-4718

Human Rights Law Network

Where: India, South Asia

Web site: www.hrln.org

New Delhi, Tel: +91-11-24374501, 24376922

International Senior Lawyers Project

Web site: www.islp.org

New York, Tel: (+1) 212 895-1359

Lex Mundi Pro Bono Foundation

Web site: www.lexmundiprobono.org

Wash, DC, Tel: (+1) 202 429-8169

Public Interest Law Initiative (PILI)

Where: Central & Eastern Europe, Russia

Web site: www.pili.org

Budapest, Tel: (+36) 1 461-5700

New York, Tel: (+1) 212 803-5381

INTERNATIONAL MECHANISMS

U. N. Special Representative on Human Rights Defenders

Web site: <http://www2.ohchr.org/english/issues/defenders/>

Geneva, Tel: (+41) 22 917 1234

Email a complaint: urgent-action@ohchr.org

Additional Resources:

- Guidelines for submitting complaints <http://www2.ohchr.org/english/issues/defenders/complaints.htm>
- UN Declaration on Human Rights Defenders <http://www2.ohchr.org/english/issues/defenders/declaration.htm>

U.N. Office of the High Commissioner for Human Rights

Web site: <http://www2.ohchr.org/english/issues/defenders/>

Geneva, Tel: (+41) 22 917 0656

Email a complaint: civilsocietyunit@ohchr.org

Additional Resources:

- Universal Decl. of Human Rights <http://www.unhcr.ch/udhr/index.htm>
- International human rights instruments www2.ohchr.org/english/law/

Inter-American Commission of Human Rights (Washington, DC) and Inter-American Court of Human Rights (San Jose)

Web Sites: Inter-American Commission www.cidh.org

Inter-American Court www.corteidh.or.cr

African Commission on Human and People's Rights

Web Sites: African Commission (Banjul) www.achpr.org **Tel** 220 39 29 62

Africa Union (Addis Ababa) www.africa-union.org

European Court of Human Rights

Web Site: www.echr.coe.int/ECHR

ONLINE RESOURCES

Protection Manual for Human Rights Defenders (Front Line) -

www.frontlinedefenders.org/manuals/protection

Additional Human Rights Manuals (Front Line) -

www.frontlinedefenders.org/manuals

Digital Security and Privacy for Human Rights Defenders (Front Line) -

www.frontlinedefenders.org/digital-security

NGO in a Box, Security Edition - www.security.ngoinabox.org/

Tactical Technology Collective -- www.tacticaltech.org

Witness -- www.witness.org

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